

CHECKLIST FOR BRIEFS

ECF FUNDAMENTALS:

- ___ Briefs filed ECF unless filer is pro se or attorney with a waiver for ECF filings
- ___ PDF format required
- ___ Native PDF format strongly preferred
- ___ In consolidated cases (excluding cross-appeals), appellants should **un-check** the case number(s) that is/are not their case. The appellant's brief should appear only on the docket of his/her specific appeal.

COVER OF BRIEF (Fed. R. App. P. 32(a)(2)):

- ___ Sixth Circuit case number
- ___ Heading: "United States Court of Appeals for the Sixth Circuit"
- ___ Title of case
- ___ Nature of proceeding and name of court, agency or board below
- ___ Title of brief (example "Appellant's Brief")
- ___ Names(s) and address(es) of counsel filing the brief

CONTENTS (Fed. R. App. P. 28, 6 Cir. R. 28):

- ___ Corporate Disclosure Form
- ___ Table of Contents
- ___ Table of Authorities with page references (with cases alphabetically arranged, statutes and other authorities)
- ___ **Statement in support of oral argument** (if there is no statement, argument is waived)
***Page limitation, word or line count begins here . See Fed. R. App. P 32(a)(7)
- ___ Jurisdictional statement
- ___ Statement of issues
- ___ Statement of the case
- ___ Statement of facts **with references to record** (and appendix for any relevant pleadings not available ECF)

In an appeal from district court, briefs must cite to Page ID # range from header or footer of pages from original record being referenced, with short title and record entry number. Keep references **succinct**. For other appeals, see 6 Cir. R. 28 for information on how to reference appendices or administrative records.

Examples: Motion for Summary Judgment, RE 24, Page ID # 120-145
 Transcript, RE 53, Page ID # 675-682
 Plea Agreement, R. 44, Page ID # 220-225
 A.R., RE 5, Page ID # 190-191, pp. 69-70

- ___ Summary of argument
- ___ Argument with **references to record and citations to case law, statutes and other authorities**
- ___ Standard of review (for each issue which may appear in discussion of each issue or under separate heading placed before discussion of issues)
- ___ Signed conclusion
 - Signature format is: s/(attorney's name)
 - Graphic or other electronic signatures discouraged
- ___ ***Page limitation, word or line count ends here.
- ___ A Certificate of Compliance as required by Fed. R. App. P. 32(a)(7)(C)
- ___ Dated Certificate of Service
- ___ **Designation of Relevant District Court Documents with Page ID # range**
- ___ Other Addendum contents allowed by Fed. R. App. P. 28(f) or 6 Cir. R. 28(b).
- ___ Addendum may **not** contain any items from lower court record or appendix

TYPEFACE AND LENGTH (See Fed. R. App. 32(a)(5) and (a)(7):

- ___ Typeface either proportionally-spaced font at 14 point (such as CG Times or Times New Roman) or monospaced font at 12 point (such as Courier New)

Times New Roman at 14 point

Courier New at 12 point

- ___ Length for principal briefs: 30 pages OR up to 14,000 words (proportional fonts) OR up to 1300 lines (monospaced font)
- ___ Length for reply brief: 15 pages OR up to 7,000 words (proportional fonts) OR up to 650 lines (monospaced font)
- ___ Briefs using the 14,000 word or 1300 line limits must include word or line count in certificate of compliance (see Fed. R. App. P. 32(a)(7)(C))
- ___ Headings, footnote and quotations count toward word or line limitations
- ___ For Death Penalty briefs, see 6 Cir. R. 32(b)(2)
- ___ For Cross-Appeals, see Fed. R. App. P. 28.1
- ___ For Amicus briefs, see Fed. R. App. P. 29 and 32.

MISCELLANEOUS:

- ___ Personal information must be redacted from the brief - see Fed. R. App. P. 25(a)(5) for specifics. When filing a brief, the ECF system will require attorneys to verify that personal information has been redacted.
- ___ Footnotes must be same sized text as body of brief